



COUNCIL MEETING MINUTES

Council Attachment 9.2

June 23, 2017 (9:30am–4:00 pm)

5775 Yonge Street, Main Floor Conference Room

Present

Deion Weir RD, President & Chair
Suzanne Obiorah RD, Vice-President
Alexandra Lacarte RD
Claudine Wilson
Dawn Van Engelen RD
Erin Woodbeck RD
Nicole Osinga RD
Ruki Kondaj
Shelagh Kerr
Soliman A.F. Soliman
Roula Tzianetas RD
William Franks RD

Regrets

Laila Kanji
Ray Skaff

Guests

Khashayar Amirhosseini RD – Committee Appointee
Ruchika Wadhwa RD - Committee Appointee

Staff

Melisse Willems - Registrar & Executive Director
Jada Pierre – Executive and General Administration -
Minute Taker
Barbara McIntyre – Quality Assurance Manager
Carole Chatalalsingh–Practice Advisor & Policy Analyst
Carolyn Lordon – Registration Program Manager
Deborah Cohen - Practice Advisor & Policy Analyst
Sarah Ahmed - Controller

Item & Discussion	ACTION
1.0 Call to Order	The meeting was called to order at 9:36 a.m. by D. Weir, RD – President and Chair
2.0 Approval of Agenda	MOTION to approve the agenda Moved by: E. Woodbeck Seconded by: R. Tzianetas Carried
3.0 Declaration of Conflict of Interest No conflict of interest was declared	
4.0 Declaration of Bias No bias was declared	

Item & Discussion	ACTION
<p>5.0 Review Annual Council Planning & Oversight Agenda Council reviewed Policy G7 Annual Council Planning and Oversight Agenda for 2017/18. No edits were recommended at this time, however, there might be a change in the Annual Committee Reports.</p>	<p>MOTION that Council approve Annual Council Planning & Oversight Agenda 2017/18</p> <p>Moved by: A. Lacarte Seconded by: E. Woodbeck</p> <p>Carried</p>
<p>6.0 Bill 87 Update M. Willems provided an update on Bill 87 mentioning that there will be a meeting with FHRCO in mid-July with Richard Steinecke, highlighting what Colleges should do to implement the changes made to the <i>Regulated Health Professions Act, 1991</i></p>	
<p>7.0 Risk Management Policies M. Willems presented the Risk Management Policies for Council to review. These policies are intended to supplement and provide context for the Risk Register that was reviewed and approved by Council in December 2016.</p>	<p>MOTION that Council approve the Draft Risk Management Policy attachment 7.1</p> <p>Moved by: E. Woodbeck Seconded by: C. Wilson</p> <p>Carried</p> <p>MOTION that Council approve the Draft Risk Tolerance Profile attachment 7.2</p> <p>Moved by: N. Osinga Seconded by: R. Tzianetas</p> <p>Carried</p>
<p>8.0 Communications Update M. Poirier provided an update to Council about CDO's various communications projects, including the member and public education videos and the collaboration with FHRCO (Federation of Health Regulatory Colleges of Ontario) that has produced a new public-facing website about the colleges.</p>	

Item & Discussion	ACTION
<p>9.0 Proposed Record Keeping Standards – consultation results and final draft D. Cohen presented the revised proposed record keeping standards to Council. Revisions were proposed based on the consultation conducted with members of the college.</p>	<p>MOTION that Council approve the proposed Professional Practice Standards for Record Keeping (attachment 9.2).</p> <p>Moved by: E. Woodbeck Seconded by: A. Lacarte</p> <p>Carried</p>
<p>10.0 Proposed Consent Standards – feedback results and proposed revised draft D. Cohen presented proposed revisions to the existing Consent Standards. The proposed revisions were developed by staff based on feedback from the fall 2016 workshop series and other meetings with dietitians. This feedback suggested that the current Consent Standards would benefit from some relatively minor refinements to improve the document and enhance understanding of the Standards by members.</p>	<p>MOTION that Council approve the proposed revisions to the Professional Practice Standard: Consent to Treatment and for the Collection, Use & Disclosure of Personal Health Information (attachment 10.2).</p> <p>Moved by: R. Tzianetas Seconded by: E. Woodbeck</p> <p>Carried</p>
<p>11.0 Proposed Boundaries Guidelines – consultation results and final draft M. Poirier reviewed the revised proposed Boundary Guidelines document with Council. Revisions were proposed based on the consultation conducted with members of the college and discussed with the Patient Relations Committee.</p>	<p>MOTION that Council approve the proposed Boundary Guidelines for Professional Therapeutic RD-Client Relationships (attachment 11.2).</p> <p>Moved by: W. Franks Seconded by: S. Kerr</p> <p>Carried</p>
<p>12.0 Tablet Discussion M. Willems discussed removing Council files after use, returning Tablets if not in use and offering support to those who don't use their tablets if desired.</p>	
<p>13.0 Council & Committee Evaluations Council reviewed the completed Council and Committee Evaluation reports for 2016-17. It was noted that the feedback was positive overall and no issues were identified requiring follow-up.</p>	
<p>14.0 Committee Appointments The Committee compositions proposed by the Executive Committee were circulated to Council as attachment 14.1.</p>	<p>MOTION that Council approve the proposed Committee Compositions for the 2017-18 year.</p> <p>Moved by: E. Woobek Seconded by: R. Tzianetas</p> <p>Carried</p>

Item & Discussion	ACTION
<p>15.0 Selection of Interim Committee Chairs Past practice has been that the chair of each committee for the previous year is appointed as interim chair, so long as that member is still on the committee and is willing and able to serve in this capacity. Council was in agreement with this practice for 2017-18. It was noted that for the Quality Assurance and Patient Relations Committees, the 2016-17 chair was no longer a member of Council and, therefore, new interim chairs would need to be appointed.</p>	<p>MOTION that Council appoints the 2016-17 outgoing committee chairs as interim Chairs until the first committee meeting, with the exception of the Quality Assurance and Patient Relations Committees.</p> <p>MOTION that Council appoints E. Woodbeck as interim Chair for the Quality Assurance Committee and R. Kondaj for the Patient Relations Committee.</p> <p>Moved by: A. Lacarte Seconded by: C. Wilson</p> <p>Carried</p>
<p>16.0 Selection of Council meeting dates 2017-18</p>	<p>MOTION to set 2017/2018 Council dates as circulated:</p> <ul style="list-style-type: none"> • September 29, 2017 • December 15, 2017 • March 23, 2018 • June 21 (1/2 day) and June 22, 2018 <p>Move by: R. Kondaj Seconded by: E. Woodbeck</p> <p>Carried</p>
<p>17.0 Report on year-end Financial Statements Sarah Ahmed, Controller, presented the Audited Statement of Operations and Changes in Fund Balances Results for the fiscal year end March 31, 2017 (attachment 23.7).</p>	
<p>18.0 Registrar's Report on Executive Limitations M. Willems reported on the Executive Limitations outlined for the Registrar by giving a brief overview of what is required of those limitations and the status of the limitations at year end. No significant deviations from the limitations were noted.</p>	
<p>19.0 <i>In camera</i> – Approval of <i>in camera</i> Minutes of March 17, 2017 Council Meeting</p> <p>19.1 <i>In camera</i> – Proposed Registrar and Executive Director Performance Evaluation Form</p>	<p>MOTION that Council move <i>in Camera</i> at 2:55pm</p> <p>Moved by: E. Woodbeck Seconded by: C. Wilson</p> <p>Carried</p>

Item & Discussion	ACTION
	<p>MOTION that Council approve the <i>in camera</i> minutes of March 17, 2017 Council meeting</p> <p>Moved by: R. Tzianetas Seconded by: R. Kondaj</p> <p>Carried</p> <p>MOTION to approve the Proposed Registrar and Executive Director Performance Evaluation Form, including the goals for the 2017-18 year.</p> <p>Moved by: R. Tzianetas Seconded by: R. Kondaj</p> <p>Carried</p> <p>MOTION the Council move out of <i>in camera</i> session at 3:24pm</p> <p>Moved by: E. Woodbeck Seconded by: C. Wilson</p> <p>Carried</p>
<p>Information Items (Consent Agenda)</p> <p>20.0 March 2017 Council Meeting Minutes</p> <p>21.0 Executive Committee Report</p> <p>22.0 Audit of Operations of Register</p> <p>23.0 Management Report</p>	<p>MOTION to approve the Consent Agenda 20.0 – 23.0.</p> <p>Moved by: E. Woodbeck Seconded by: R. Kondaj</p> <p>Carried</p>
<p>24.0 Council Sharing</p> <p>No items were raised.</p>	

Item & Discussion	ACTION
<p>25.0 Meeting Evaluators A. Lacarte R. Tzianetas</p>	<p>Productivity: Meeting moved at a good pace some agenda items took more time than others. Perhaps dedicating more time to items requiring discussion versus reviewing may help allocate time differently.</p> <p>Quality Decisions: Good decision-making and felt it was fair and open process. Perhaps review the color cards that are at the table at the beginning of the meeting so that we can use them. Good range of RDs and Public members at group providing healthy discussions.</p> <p>Openness and Collaboration: Always excellent collaboration. Two new councillors engaged in debate freely. There were no hidden agendas. Everyone came open to discuss and listen to each other's opinion.</p>
<p>26.0 Next Meeting Evaluators S. Obiorah C. Wilson</p>	
<p>27.0 Reminders/Standing Items</p>	
<p>24.0 Adjournment</p>	<p>Motion to adjourn Council meeting at 4:00pm was moved by E. Woodbeck.</p>

<original signed by>

Deion Weir RD, President

Sept 29/17.

Date

<original signed by>

Jada Pierre, Recorder

Sept. 29/17.

Date